



Office of the CIO
Project Management Office

Small Agency Council PM Committee
Meeting Agenda

Date: Monday, January 29, 2007
Focus: Project Management Tools for Small Agencies
Time: 10:30 AM – 1 PM
Location: Peace Corps HQ
1111 20th St. NW, DC, 20526 (corner of 20th and L)
Shriver C conference room, ground floor
Contact – **Matt Hewett**, 202-692-1314

Meeting (10:30 AM – noon)

Meet and Greet, light refreshments (10:30 – 10:45)
Intro / New Guest Introductions (10:45 – 10:55)
Project Management Tool Discussion (11:00 – 11:45)
Committee Discussion on future meeting timings, topics, locations, participation (11:45 – 12:00)

Lunch (noon – 1PM)

Optional , informal networking lunch at NY Deli – 20th and L.

Security:

Since the meeting is on the ground floor, no guest badges are necessary – normal metal detector screening will be required. Go directly from the security area to the conference room on your right as you finish up with your security screening.

Conference Call Information:

Step 1. Domestic Callers Dial 1-866-660-7295
Step 2. Enter Pass Code number 9266845 and press #

Step 1. International callers Dial 1-517-222-2492
Step 2. Enter Pass Code number 9266845 and press #

Once steps one and two have been completed you will receive a voice prompt informing you of the status of the conference. You will hear music on hold if the conference leader has not yet entered the bridge. The conference leader will poll the conference members and inform them to activate the mute buttons on their telephones.

If you are disconnected from the conference for any reason, simply hang-up and dial back in to the conference bridge. Do not use cellular or mobile phones when calling this conference.
